

Certified CDBG Administrator

Continuing Education Workshop

October 15, 2020



OKLAHOMA
Commerce





ODOC Certified CDBG Administrator
Continuing Education Workshop
Virtual Meeting - Zoom Invitation
October 15, 2020

AGENDA

Registration/Sign-In	8:45 – 9:00	Linda Goode & Debbie Wade
Host-Welcome & Introductions	9:00 – 9:15	Kellon Dixon
Section 3 Updates	9:15 – 9:30	Kellon Dixon
Employee Interviews & Payroll Examination	9:30 – 9:45	Robin Slawson
OKGrants Status Pushes	9:45 – 10:00	Dekoven Edwards
3-year Contracts	10:00-10:15	Dekoven Edwards
ODOC Review Committee/Beneficiary Report	10:15-10:45	Christy Davis
Desk Monitoring updates & new formats	10:45-11:00	Christy Davis
Q & A – Group Discussion	11:00-12:00	CDBG Planners will join Steven Hoover, Karen Adair, Mike Sexton

Section 3 Update

Requirement 404

Civil Rights/EEO/Fair Housing





Section 3 Reporting

What is Section 3?

- ▶ It is a means by which HUD fosters local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas receiving certain types of HUD financial assistance.
- ▶ Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area.
- ▶ To qualify for a Section 3 Business, majority ownership must be held by Section 3 Residents or at least 30% of the permanent full time employees are Section 3

A close-up photograph of a person wearing a white button-down shirt. Their right hand is extended, with the index finger pointing towards a smartphone held in their left hand. The background is blurred, focusing attention on the hand and the phone. The text 'Section 3' is overlaid on the bottom right of the image, with a green horizontal bar underneath it.

Section 3



Why is this important to you?

Section 3 Performance Evaluation and Registry System (SPEARS)

- System created by HUD to capture data on the number of Section 3 residents hired or receiving training positions and the amount of contracts awarded to Section 3 businesses.
- Uses the same information on the Section 3 Report submitted at Closeout
- Reporting period is from April to March

Section back of page for Public Reporting Burden statement

OMB Approval No: 2529-0043
(exp. 11/30/2010)

☐ HUD Field Office

1. Recipient Name & Address: (street, city, state, zip)	2. Federal Identification: (grant no.)	3. Total Amount of Award:
	4. Contact Person	5. Phone: (include area code)
	6. Length of Grant:	7. Reporting Period:
8. Date Report Submitted:	9. Program Code: (Use separate sheet for each program code)	10. Program Name:

Part I: Employment and Training (** Columns B, C and F are mandatory fields. Include New Hires in E & F)									
--	--	--	--	--	--	--	--	--	--

A	B	C	D	E	F
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total					

* Program Codes
1 = Flexible Subsidy
2 = Section 202/811

3 = Public/Indian Housing
A = Development,
B = Operation
C = Modernization

4 = Homeless Assistance
5 = HOME
6 = HOME State Administered
7 = CDBG Entitlement

8 = CDBG State Administered
9 = Other CD Programs
10 = Other Housing Programs

Part II: Contracts Awarded

1. **Construction Contracts:**
 - A. Total dollar amount of all contracts awarded on the Project \$ _____
 - B. Total dollar amount of contracts awarded to Section 3 businesses \$ _____
 - C. Percentage of the total dollar amount that was awarded to Section 3 Businesses _____%
 - D. Total number of Section 3 businesses receiving contracts _____
2. **Non-Construction Contracts:**
 - A. Total dollar amount of non-construction contracts awarded On the project activity \$ _____
 - B. Total dollar amount of non-construction contracts awarded to Section 3 businesses \$ _____
 - C. Percentage of total dollar amount that was awarded to Section 3 Businesses _____%
 - D. Total number of Section 3 businesses receiving non-construction contracts _____

Part III. Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- _____ Attempted to recruit low-income residents through: Local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or Nonmetropolitan County) in which the Section 3 covered program or project is located, or similar methods.
 _____ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
 _____ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
 _____ Coordinated with Youth build Programs administered in the metropolitan area in which the Section 3 covered project is located.
 _____ Other: Describe below: _____

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information and you are not required to complete this form unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701n, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low or very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to increase employment and other economic opportunities for low-income persons, and to ensure that the information is made available to a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 606(a) (6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not appropriate for this form because the Act of 1968, as amended, and the Act of 1992 do not require confidentiality. The reporting requirements do not contain sensitive questions. Data is confidential; personal identifying information is not included.

Form HUD 60002, Section 3 Summary Report, Economic Opportunities for Low-and Very Low-Income Persons

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to recipients of housing

Part I: Employment and Training Opportunities
Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners and computer programmers). For construction positions, list each trade and provide data in columns B – F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.
Column B: (Mandatory Field) Enter number of new hires of workers identified in Col. A in connection with this award. New hire refers to a person who is not on the contractor's or

Section 3 Updates

- Section 3 Opportunity Portal
- Section 3 Contractor Listing- Updated Annually
- **HUD Section 3 Final Rule (Pending)**
 - Tracks labors hours instead of new hires
 - Increases threshold to \$200,000
 - Non-construction services that require an advanced degree or license will be excluded from Section 3
 - Effective Date is November 30, 2020 with the New Rule set to begin July 1, 2021 to allow transition
- Direct your communities to the **Okcommerce.gov** page for updates
- DHUD Federal Register Notice dated September 29, 2020

Employee Interviews & Payroll Examination

Requirement 408
Labor Standards & Construction Management





Sub-Recipient – Compliance Monitoring Requirement

The UGLG's "Labor Standards Officer" must monitor the performance of all contractors in complying with the wage rates and other requirements. The UGLG, any agent working on behalf of the UGLG, and/or the "Labor Standards Officer" has the right to request any additional information from the contractors and subcontractors working on a CDBG funded project to verify compliance with federal labor standards regulations. This information includes, but is not limited to job classification, payroll, benefits and deductions.

OKGrants Action:

Wage Rate Decision – In addition to completing the Wage Determination Request, as this pushes this action to ODOC, it is now required to also upload the decision rate(s) from

<https://beta.sam.gov>

Forms

Status	Page Name
Release of Funds	
	Request for Authority to Use Grant Funds
	Notice of Removal of Contract Conditions And authority to Use Grant Funds (Release of Funds, ROF)
	Wage Determination Request Form
	Uploads (ODOC Only)
	Uploads (Grantee ROF)
	Modification Comments

Davis-Bacon Wage Rate Determination Information:

Wage Determination and Mod #: (ex. OK00035 Mod #0)

Wage Determination and Mod #:

Wage Determination and Mod #:

OK190040 Mod #1 Bldg*

OK190040 Mod #2 Bldg

Date: 03/22/2019

Date: 07/26/2019

Date:

Paste Wage Rate in this box.

10 Day Call made on 9/24/19 - Mod #2 Above.

Modification Number Publication Date

0 01/04/2019

1 03/22/2019

2 07/26/2019

BOIL0592-001 01/01/2017

Rates Fringes

BOILERMAKER.....\$ 28.47 21.88



To verify compliance, the following steps should be performed by, or on behalf of, the UGLG:

1. Make sure that each contractor and sub-contractor submits, on a weekly basis, payroll records and statements of compliance as required by the law, and that these documents contain all the required information.
 - Payrolls must be numbered sequentially from first to final and must be submitted within seven days after the end of the pay period. Identify the first and final payrolls by the words "First" and "Final."
2. Review the payrolls weekly to make sure that,
 - at least the minimum wages and fringe benefits as specified in the wage decision are paid to each employee and that any overtime worked is paid at the overtime rate. Fringe benefits **include** health insurance, retirement, life insurance, vacation. Fringe benefits **do not include** employer payments or contributions required by other federal, state, or local laws, such as the employer's contribution to Social Security or some disability insurance payments.
3. Review the payrolls weekly to make sure that,
 - no deductions are made from any employee's pay other than those permitted by DOL Regulations [29 CFR 3]. These regulations prohibit the employer from requiring employees to "kick-back" any of their earnings. Allowable deductions include employee obligations for income taxes, Social Security payments, insurance premiums, retirement, savings account, and any other legally-permissible deduction authorized by the employee in writing (Payroll Deduction Form 8.5 ODOC CDBG Project Management Guide).
4. Review the payrolls weekly to make sure that,
 - employee classifications conform to the wage decision and rates.



5. Apprentices and trainees may be paid less than the full journeyman rate only if they are registered in bona fide programs approved by and registered with the Employment and Training Administration of the USDOL.
 - Make sure all necessary apprenticeship indentured papers and training certifications have been filed for employees on the job, and that the documents are valid.
6. Interview workers on the job using the **HUD-11 Employee Interview Form** (English & Spanish versions are available) to determine if the wages paid and/or the classification reported by the contractor are correct and correspond to the payrolls submitted.
7. Employees should be encouraged to produce pay stubs that document the wages received. Do this in such a way as not to interfere with the conduct of the work and so as to provide reasonable privacy.
 - It is recommended to interview at least one of each classification of worker on the job for each contractor and sub-contractor. More than one is desirable as assurance that the requirements continue to be met.
8. For persons classified as apprentices or trainees, get a detailed statement of duties and tools used. Compare the interview data with the corresponding payrolls to identify any discrepancies.
9. Check the work site to make sure that the required wage rates and other required posters are posted in a clearly visible location.
10. Keep the site investigation report, payroll sheets, certifications, and employee interviews in the labor standards file for compliance monitoring.



<https://www.youtube.com/watch?v=wl9ekEHoAvg>

How to Correctly Fill Out a WH-347 Payroll Form for CDBG Projects

The Completion of the WH-347 Payroll Form is optional; contractors may utilize their own payroll system as long as it conforms to the WH-347 Payroll Form and contains all the necessary information.

Check one of the boxes and list the name of contractor or subcontractor

The last day of the payroll period.

Fill out completely with contractor or subcontractor address

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

WHD
U.S. Wage and Hour Division
Rev. Dec. 2008

NAME OF CONTRACTOR ☒ OR SUBCONTRACTOR ☐
Sample Construction Company

ADDRESS 385 West Drive, Madison WI 53703

OMB No. 1215-0149
Expires: 12/31/2011

PAYROLL NO. 8

FOR WEEK ENDING 04/24/2010

PROJECT AND LOCATION Robin Street Apartments, Delafield WI 53018

PROJECT OR CONTRACT NO. 3000

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			Sun	Mon	Tue	Wed	Thur	Frid	Sat				FICA	WITH- HOLDING TAX	State with- holding tax	Medicare	OTHER		TOTAL DEDUCTIONS
Alex Driver - #####	2	Power Equipment Bull Dozer Group							2.00	2.00	\$62.83	\$1,422.84	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$648.43	\$1,374.03
				8.00	8.00	5.50	6.00		27.50	13.32	1585	\$2,012.46							

payrolls must be numbered sequentially and should be based on the weeks worked under a contract.

Type the word "Final" when the last payroll is submitted for the project.

No skipping weekly numbered reports:
Include a numbered report for all weeks even ones not worked.

Indicate the days and dates of the pay period.
(should match week ending directly above)

The name and location of project.

The prime contractor should include the **GRANT PROJECT** number as listed in the CDBG Bid Documents.

Source:

<https://www.nh.gov/dot//org/administration/ofc/documents/HowtoCorrectlyFillOutaWH-347PayrollForm2.pdf>

Example WH-347 Payroll - Fillable Form located:

www.dol.gov/whd/forms/wh347.pdf

List each worker's name
Only laborers and mechanics performing construction work under the contract should be listed.

Please note: Business Owners need only include their name, work classification including "owner" and the daily total hours worked.

Specify the job classification located in the contract wage decision and/or the corresponding job title.

List hourly wage rate and fringes paid in cash (not those paid to plans)

Specify the net amount paid to the employee for the pay

Specify the total overtime and straight time hours worked on the project.

Must accurately reflect overtime and straight time hours worked under the contract.

Specify the gross earnings for the hours worked under the contract.

(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Contract Company		ADDRESS 385 West Drive, Madison WI 53703																	
FOR WEEK ENDING 04/24/2010		PROJECT AND LOCATION Robin Street Apartments, Delafield WI 53018																	
		PROJECT OR CONTRACT NUMBER 3000																	
NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	NO. OF WITHHOLDING EXEMPTIONS	WORK CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
			HOURS WORKED EACH DAY										FICA	WITHHOLDING	SUNAT	SUNAT	SUNAT		
			Sun	Mon	Tue	Wed	Thur	Frid	Sat										
Alex Driver - #####	2	Power Equipment Operator Bull Dozer Group 2	o						2.00	2.00	\$62.83	\$125.66	\$161.00					\$161.00	\$1,374.03
Jason Worker - #####	2	General Laborer	o						4.00	4.00	\$19.20	\$76.80	\$136.06					\$136.06	\$1,233.07
Shawn Worker - #####	3	Carpenter	o						1.50	1.50	\$60.19	\$90.28	\$151.00	\$54.72	\$128.35	\$47.19	\$451.31	\$1,406.18	
		Apprentice Carpenter 1st 6 mo. at 40%	o								\$32.72	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62	\$307.71	\$757.01	
		Plumber	o								\$67.88	\$1,004.80							
Roy Wrench - #####	5	Steamfitter	o								\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08	\$480.16	\$1,563.04	
Bart Turner - #####	1	Power Equipment Operator Rotary Drill Group 4	o								\$60.80	\$719.28	\$15.14	\$142.48	\$122.33	\$35.98	\$415.93	\$1,023.27	
			o								\$29.97	\$1,429.20							
			o																

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the collection of information unless it displays a currently valid OMB control number. 40 U.S.C. § 3145 contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid, and the hours worked, by each worker employed on the project." 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" certifying that the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information for compliance with the Davis-Bacon Act.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing and editing the collection of information.

If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter the gross amount earned on this contract in the top half of column 7. Enter the gross amount earned during the week for all projects in the bottom half.

Alex Driver worked 29.5 hours on this contract and 12.5 hours on another contract. The gross wages earned on this project, \$1,422.84, is entered in the top half of column 7. The gross wages earned on all projects, \$2,012.46, is entered in the bottom.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE								TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	DEDUCTIONS					TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
			Sun 18	Mon 19	Tue 20	Wed 21	Thurs 22	Fri 23	Sat 24	FICA				WITH- HOLDING TAX	State with- holding tax	Medicare	OTHER			
			HOURS WORKED EACH DAY																	
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2	0					2.00		2.00	\$62.83	\$1,422.84	\$61.00	\$185.15	\$156.97	\$50.31	\$85.00	\$638.43	\$1,374.03	
Jason Worker - #####	2	General Laborer	0		8.00	8.00	5.50	6.00		4.00	\$49.20	\$2,012.46	\$35.06	\$156.47	\$132.66	\$42.52		\$467.71	\$1,233.07	
Sharon Wood- #####	3	Carpenter	0					1.50			\$60.19	\$1,887.49	\$151.00	\$154.77	\$128.35	\$47.19		\$481.31	\$1,406.18	
Reggie Tree - #####	1	Apprentice Carpenter 1st 6 mo. at 40%	0		8.00	8.00	8.00	8.00			\$32.72	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.01	
Roy Wrench - #####	5	Plumber	0								\$67.88	\$1,004.80								
Roy Wrench - #####	5	Steamfitter	0		8.00			4.00	8.00		\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04	
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4	0		8.00	8.00			8.00		\$60.80	\$719.28	\$115.44	\$142.48	\$122.33	\$35.98		\$415.53	\$1,023.27	
			0																	
			0																	
			0																	

If an employee performs multiple work

If an employee performs multiple work classifications under the contract, use two or more lines to distinguish the different job classifications, hours worked, and hourly wage earned for each.

Combine the two classifications when recording the gross amount earned for this pay period, deductions, and net wages.

A registered apprentice performing work under a contract must be reported. The payroll must include the current pay scale & provide a copy of the apprenticeship agreement.

Provide explanation of "other" deductions on signatory page.

PAYROLL

Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347

provided to respond to the collection of information unless it displays a currently valid OMB control number.



Division
08

5-0149
Expires: 12/31/2011

ADDRESS 385 West Drive, Madison WI 53703

PROJECT AND LOCATION
Robin Street Apartments, Delafield WI 53018

PROJECT OR CONTRACT NO.
3000

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	O D E S C R I P T I O N	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK		
				Sun	Mon	Tue	Wed	Thur	Frid	Sat				FICA	WITH- HOLDING TAX	State with- holding tax	Medicare	OTHER		TOTAL DEDUCTIONS	
				18	19	20	21	22	23	24											
				HOURS WORKED EACH DAY																	
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2	O							2.00		2.00	\$62.83	\$1,422.84	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$638.43	\$1,374.00
			S			8.00	8.00	5.00	6.00			27.50	\$31.32 1585	\$2,012.46							
Jason Worker - #####	2	General Laborer	O								4.00	4.00	\$49.20	\$1,700.78	\$136.06	\$156.47	\$132.66	\$42.52		\$467.71	\$1,233.00
			S		8.00	8.00	8.00	8.00	8.00			40.00	\$23.19 1441	\$1,700.78							
Sharon Wood- #####	3	Carpenter	O							1.50		1.50	\$60.19	\$1,887.49	\$151.00	\$154.77	\$128.35	\$47.19		\$481.31	\$1,406.18
			S		8.00	8.00	8.00	8.00	8.00			40.00	\$30.52 1441	\$1,887.49							
Reggie Tree - #####	1	Apprentice Carpenter 1st 6 mo. at 40%	O										\$32.72	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.00
			S		8.00	8.00	8.00	8.00	8.00			40.00	\$12.21 1441	\$1,064.72							
Roy Wrench - #####	5	Plumber	O										\$67.88	\$1,004.80							\$1,004.80
			S		8.00			4.00	8.00			20.00	\$35.28 1496	\$1,004.80							
Roy Wrench - #####	5	Steamfitter	O										\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.00
			S			8.00	8.00	4.00				20.00	\$34.41 1751	\$2,043.20							
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4	O										\$60.80	\$719.28	\$115.14	\$142.48	\$122.33	\$35.98		\$415.93	\$1,023.20
			S		8.00	8.00				8.00		24.00	\$29.97	\$1,439.20							

Fringe benefits are not paid as cash to

Fringe benefits are not paid as cash to
Bart Turner: explanation is included under
"(c) exceptions" on signatory page.

While completion of Form WH-347 is required for all construction contracts to which the Copeland Act applies, the contractor is not required to complete this form if the contractor is not a subcontractor or if the contractor is not a subcontractor.

We estimate that it will take approximately 15 minutes to complete this form. If you have any comments regarding this form, please contact the Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

This form is to be used by employers and subcontractors to provide information to the Wage and Hour Division, U.S. Department of Labor, regarding the wages paid to workers on construction projects. The information provided on this form is used by the Wage and Hour Division to enforce the Copeland Act, which prohibits contractors from paying workers less than the prevailing wage for the work they are performing. The information provided on this form is also used by the Wage and Hour Division to determine if a contractor is in compliance with the Copeland Act. The information provided on this form is not to be used for any other purpose.

Burden Statement

The burden of this collection of information is estimated to average 15 minutes per response, including the time for reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please write to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

(over)

Date 04/28/2010

I, Tiffany Payer Payroll Supervisor
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Sample Construction Company on the
(Contractor or Subcontractor)
Robin Street Apartments, Delafield WI; that during the payroll period commencing on the
(Building or Work)
18 day of 4, 2010, and ending the 24 day of 4, 2010,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said
Sample Construction Company from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

Alex Driver - #### - other deductions - \$85 for child support

Explanation of "other"

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract; that the
classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of
Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a
State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- ☐ — in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such
employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☒ — Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Power Equipment Rotary Drill Group 4	paid directly to plan: health & dental at \$12.50 per hour and Pension at \$6.25 per hour

Explanation of
exception to fringe
benefits

REMARKS:

NAME AND TITLE
Robert Sample, Owner

SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR
SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE



Record of Employee Interview

U.S. Department of Housing and Urban Development Office of Labor Relations

OMB Approval No. 2501-0009
(exp.01/31/2021)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information.** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. **The information collected herein is voluntary, and any information provided shall be kept confidential.**

1a. Project Name Fall County - Community Building			2a. Employee Name		
1b. Project Number 12345 CDBG 21			2b. Employee Phone Number (including area code)		
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code		
			2d. Verification of identification? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
3a. How long on this job? 3rd or 4th day	3b. Last date on this job before today? 2/21/2020	3c. No. of hours last day on this job? 8 hours	4a. Hourly rate of pay? 13.00	4b. Fringe Benefits? Vacation Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Medical Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Pension Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	4c. Pay stub? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Your job classification(s) (list all) --- continue on a separate sheet if necessary Laborer					
6. Your duties Rake & Shovel Dirt/Sand					
7. Tools or equipment used shovel & rake					
8. Are you an apprentice or trainee? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
9. Are you paid for all hours worked? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>					
10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>					
11. Have you ever been threatened or coerced into giving up any part of your pay? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>					
12a. Employee Signature			12b. Date 2/24/2020		
13. Duties observed by the Interviewer (Please be specific.) Pulling a small level or compactor around on the ground by hand.					
14. Remarks Duties observed conform to Laborer.					
15a. Interviewer name (please print) CDBG Grant Administrator or County Employee			15b. Signature of Interviewer		15c. Date of interview 2/24/2020

Payroll Examination

16. Remarks OK20190040 Building Rates dated 7/26/2019 show common laborer hourly rate at \$11.00/no fringe. The weekly payroll ending 2/26/2020 Payroll #9 reflects that the employee's hourly pay is \$13.00/nobenefits.	
17a. Signature of Payroll Examiner CDBG Grant Administrator or County Employee	17b. Date 3/2/2020 (will be dated after receiving the weekly payroll report)

Previous editions are obsolete Form HUD-11 (02/2019)



Record of Employee Interview Instructions

U.S. Department of Housing and Urban Development
Office of Labor Relations

OMB Approval No. 2501-0009
(exp. 10/31/2010)

Instructions

General:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Relations staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11

Items 1a - 1c: Self-explanatory

Items 2a – 2d: Enter the employee's full name, a telephone number where the employee can be reached, and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a – 4c: Enter the employee's responses. Ask the employee whether they have a pay stub with them; if so, determine whether the pay stub is consistent with the information provided by the employee.

Items 5 – 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) – responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 – 12b: Self-explanatory

Items 13 – 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 – 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.



Below is a snippet of the appropriate Wage Decision and what rate to look for when conducting payroll examination as highlighted on the previous slides. Please Note: the wage rate shows multiple laborer rates and no fringe, thus why it is important to review the weekly payrolls as well as conduct on-site visits and interviews as you may receive those payrolls that list General Laborer throughout when it is known that the project calls for a pipe layer and concrete work. In that case, more investigation with possible revisions to the payroll and restitution may be necessary.

	Base Rate	Fringes
LABORER: Common or General.....	\$ 11.00	0.00
LABORER: Mason Tender - Brick...	\$ 12.00	0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 13.04	0.00
LABORER: Pipelayer.....	\$ 11.65	0.00

<https://beta.sam.gov/>



OKGRANTS
“status push”
Action



OKGRANTS STATUS PUSH

(change the status)

When the ball is in your Court

- ▶ Contract Signature Required
- ▶ Budget Modification Request
- ▶ Monitoring Response Required
- ▶ Exempt Activities (initiate RROF for professional services)



Contract Signature Required

- ✓ Application has been approved and contract prepared for execution by both parties.
- ▶ Contract must be reviewed and executed by an Authorized Official
 - ▶ An Authorized Official will sign the contract and “Push” back to ODOC.
 - ▶ No Actions can be made under the contract until the contract is fully executed.

Budget Modification Request

- Changing the budget.
 1. Grantee initiates a “Modification in Process” with an official request
 2. Grantee changes the status to “Modification Submitted”
 3. ODOC receives “modification submitted” for review
 4. ODOC reviews the request and “pushes” back to Grantee for changes or approval
 5. Grantee is then required to update the budget page as approved, and change the status to submit modification.
 - ✓ (all changes to the budget are completed at this time)
 6. Grantee will not be able to perform any other actions, including draws, for this contract until the Budget has been completed, approved, and in **Executed Status**.

Monitoring Response Required

Monitoring Report in Process

- Findings have been identified and ODOC pushes “Monitoring Response Required” - status is now with Grantee for Action
- Grantee prepares a response to any findings or concerns noted in the monitoring report and uploads the response and supporting documents into OKGrants
- Grantee is given two weeks to prepare a response to the findings/concerns noted in the monitoring report
 - OKGrants status is with Grantee until monitoring response is complete
- Grantee changes the status push to “Monitoring Response Submitted” to ODOC

Exempt Activities

ENVIRONMENTAL REVIEW & REQUEST FOR RELEASE OF FUNDS (RROF)

- Submitting ROF for Exempt activities only
 - Professional Services
 - Grant Administration & Engineering Services
- Grantee may perform a RROF in order to have access to funds for professional services (not a requirement and may be combined with RROF activity for construction).
- Grantee must complete the documents required and change the status to submit for Exempt activities only
- ODOC review and approval-change the status to approve – executed status
- Grantee can then initiate another RROF for categorically excluded activities (construction)

3 Year Contracts



3 Year Contracts

✓ 2 + 1 format

- ▶ All Phase II Contracts have been moved to a simpler contract format
- ▶ This allows ALL Engineering to be completed in the FIRST contract year
- ▶ DEQ permits MUST be obtained

3 Year Contracts

- ▶ KEEP in constant CONTACT with the ENGINEER of the project.
- ▶ Its imperative the ENGINEER NOTIFY the Grantee of any problems or required changes to the project.

3 Year Contracts

- ▶ RROF must be completed
 - ▶ This requires the completion of DEQ Permits
- ▶ Due to complexity of these contracts, there will be NO contract extensions
- ▶ DEQ permit process takes a lot of time obtain - High importance to stay on top of the progress

3 Year Contracts

What happens if DEQ permit can not be obtained?

- ▶ DEQ can determine that the project won't be permitted
- ▶ Changes to project to obtain permit?
 - ▶ ODOC should be notified IMMEDIATELY!
- ▶ Contract will be DE-OBLIGATED
- ▶ Any grant funds expended may be required to be returned

3 Year Contracts

- ▶ Recap:
 - ▶ DEQ Permit required to complete ROF
 - ▶ 1 year to complete ROF
 - ▶ Stay on top of progress and notify ODOC of any delays
 - ▶ No extension will be given
 - ▶ DE-Obligation of contact if requirements are not met

ODOC Review Committee



WHO IS THE ODOC REVIEW COMMITTEE?

- MARSHALL VOGTS
DIVISION DIRECTOR
- RHONDA HARDING-HILL
DIRECTOR OF PROGRAMS
PLANNING
- ALICIA HIBBETS
DIRECTOR OF PROGRAMS
MONITORING
- CDBG PLANNER (AS ASSIGNED)
STEVEN HOOVER
KAREN ADAIR
MIKE SEXTON
- PROJECT MANAGER (AS ASSIGNED)
DEKOVEN EDWARDS
CHRISTY DAVIS
ROBIN SLAWSON



REASONS FOR REVIEW BY COMMITTEE

- EXPIRED CONTRACT
 - LACK OF MOVEMENT
 - DISALLOWABLE COST
 - FALSIFIED
DOCUMENTATION/DATES/SIGNATURES
- 
- 



POSSIBLE OUTCOMES FROM REVIEW

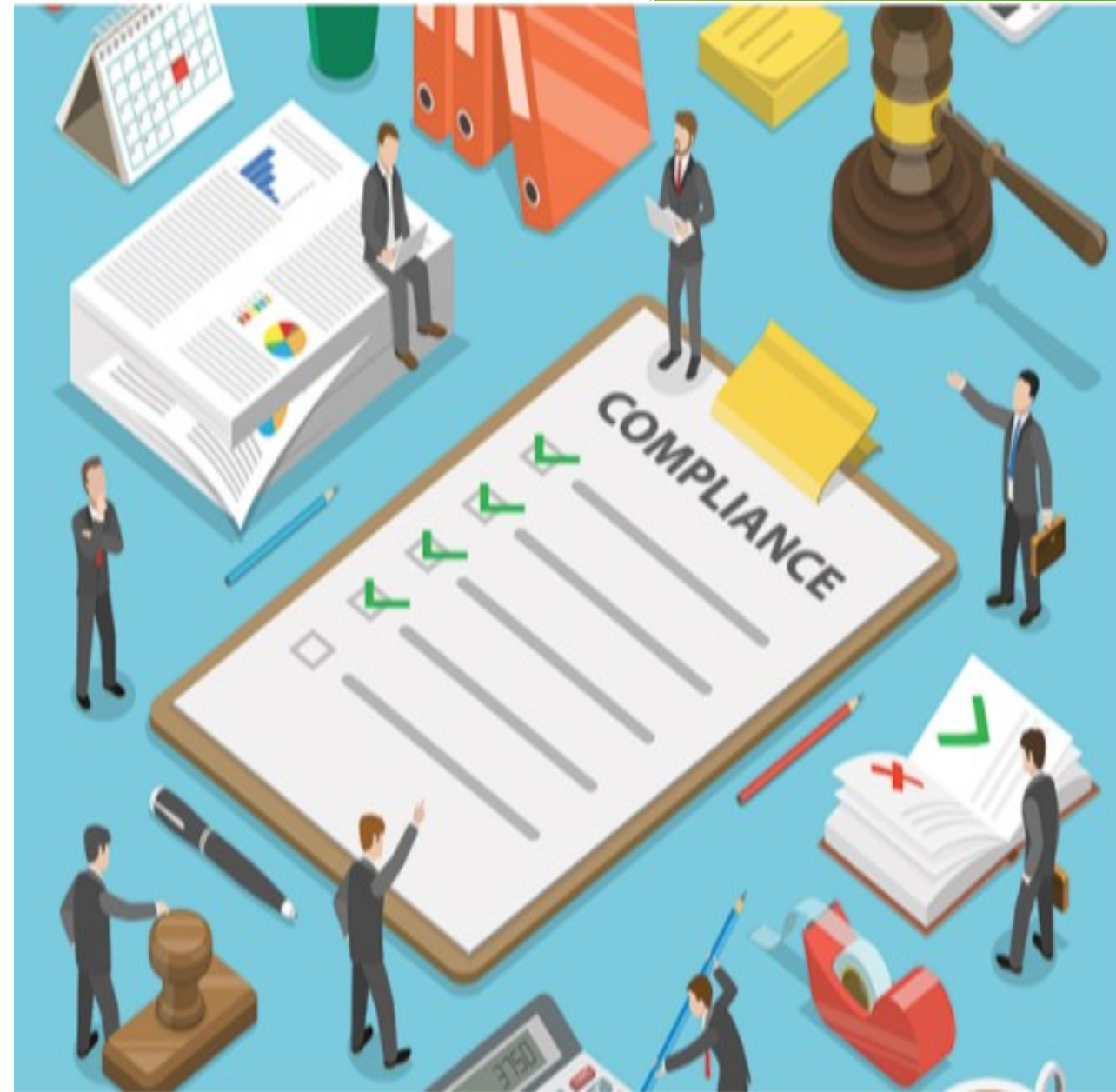
1. CONTRACT APPROVED TO CONTINUE
 - WITH SPECIFIC GUIDELINES TO MEET
2. DEOBLIGATION OF THE CONTRACT

Desk Monitoring

(new format)



- ALL MONITORING WILL BE PERFORMED AS DESK MONITORING UNTIL FURTHER NOTICE
- A MONITORING TOOL WILL BE INCLUDED WITH THE NOTIFICATION LETTER
- GRANTEE WILL EMAIL SUPPORTING DOCUMENTATION TO ASSIGNED PROJECT MANAGER



- CREATED FROM ON-SITE MONITORING TOOL
- EACH SECTION NEEDS TO BE ANSWERED BY THE CITY/TOWN/COUNTY AND SIGNED BY AUTHORIZED OFFICIAL
- SIX SECTIONS – FINANCIAL INFORMATION, PROCUREMENT, CONSTRUCTION CONTRACTS, CITIZENS PARTICIPATION, EQUAL OPPORTUNITY/CIVIL RIGHTS & FAIR HOUSING
- CHECK BOXES – DOCUMENTS THAT NEED TO BE SUBMITTED



900 N. Stiles Avenue
Oklahoma City, OK 73104, USA
405-815-5251 | Toll Free 800-588-5959
OKCOMMERCE.GOV

Community Development Block Grant Desk Monitoring Checklist

Grantee: _____
Contract #: _____
Due Date: _____

In the following sections, the Grantee will need to check each item as applicable to their project and answer each question. Items that are checked will need to be emailed to your project manager _____ at _____ to complete your CDBG Desk Monitoring.

Financial Information (Upload Documents)

CDBG Grant Funds: _____

Leveraged Funds: _____

Leveraged Funds Source: (Town/City/County) _____

- ☐ General CDBG Ledger to include match
- ☐ Purchase Orders/Board authorized payments in accordance to 11 O.S. 17-102
- ☐ Non-collusion affidavit for payments of \$25,000.00 provided by the Vendor
- ☐ Invoices
- ☐ Cancelled Checks – including leverage funds
- ☐ Davis Bacon Payroll Sheets – All weeks (including sub-contractors)
- ☐ Employee Interview Sheets – 10% of each classification on project
- ☐ Change Orders
- ☐ Board Minutes of Meetings approving Purchase Orders, Invoices pertaining to above referenced contract.
- ☐ IN-KIND Leverage – Volunteer Time Sheets, Written log of each day equipment was used with hours
- ☐ Inter-Local agreement

- Who maintains the General Ledger? (Name & Title) _____
- Is the CDBG funds kept in a separate account from other funding? ☐ Yes ☐ No
- Are Bank Statements Reconciliations performed? ☐ Yes ☐ No
if yes, who performs this duty? (Name & Title) _____
- Are separate persons performing bank statement reconciliations and accounting duties? ☐ Yes ☐ No
- Are any municipal/county employees paid with CDBG funds? ☐ Yes ☐ No
*if yes please provide copies of employee time sheets to ODOC.
- Is city/county equipment used on the project paid for with CDBG funds? ☐ Yes ☐ No

August 1, 2020

Community Development Block Grant Desk Monitoring Checklist

Grantee: _____

Contract #: _____

Due Date: _____

In the following sections, the Grantee will need to check each items as applicable to their project and answer each question. Items that are checked will need to be emailed to your project manager

_____ at _____ to complete your CDBG Desk Monitoring.

- ✓ GRANTEE
- ✓ CONTRACT #
- ✓ DUE DATE
- ✓ ASSIGNED PROJECT MANAGER & EMAIL ADDRESS LISTED

Financial Information (Upload Documents)

CDBG Grant Funds:

Leveraged Funds:

Leveraged Funds Source: (Town/City/County)

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- ☐ Inter-Local agreement

FINANCIAL INFORMATION CONTINUED

1. Who maintains the General Ledger? (Name & Title)
2. Is the CDBG funds kept in a separate account from other funding? ☐ Yes ☐ No
3. Are Bank Statements Reconciliations performed? ☐ Yes ☐ No
If yes, who performs this duty? (Name & Title)
4. Are separate persons performing bank statement reconciliations and accounting duties?
☐ Yes ☐ No
5. Are any municipal/county employees paid with CDBG funds? ☐ Yes ☐ No
*If yes please provide copies of employee time sheets to ODOC.
6. Is city/county equipment used on the project paid for with CDBG funds? ☐ Yes ☐ No

August 1, 2020

Procurement (Upload Documents)

- ☐ Grant Administrator contract along with the Direct Solicitation Proposals or Advertisement Proposal.
- ☐ Engineering Contract along with the Direct Solicitation Proposals or Advertisement Proposal or Sealed Bids
- ☐ Architect Contract along with the Direct Solicitation Proposals or Advertisement Proposal or Sealed Bids

Construction Contract (s) (Upload Documents)

- ☐ Bid Advertisements
- ☐ Bids Tabulations
- ☐ Bid Packet Document – awarded bidder's bid documents to include bid, bonding, insurance and affidavits
- ☐ Board Minutes of Meetings in relation to selection and award of contracts
- ☐ Pre-Construction Conference Report
- ☐ Written Section 3 Plan – if over \$100,000
- ☐ Change Orders – Board approved
- ☐ Change of Scope

Citizen Participation (Upload Documents)

1. Public Hearing Notice – ☐ Application ☐ Closeout
2. Public Hearing Minutes – ☐ Application ☐ Closeout
3. Public Hearing Attendance Sheet – ☐ Application ☐ Closeout
4. Were all public hearings accessible to handicapped? ☐ Yes ☐ No
5. Were more than 15% of attendees non-English speaking? ☐ Yes ☐ No
6. Interpreter Provided? ☐ Yes ☐ No
7. Have any written complaints been received and was there action taken? ☐ Yes ☐ No

Comment:

Equal Opportunity/Civil Rights (Provide answers & Upload Documents)

1. How many full time employees?
 - a. If 10 full time employees or more, is there a Personnel Policy in place? ☐ Yes ☐ No
 - b. If Yes – Please upload document in OKgrants.
2. If so, does Policy and Job application include EO statement to include all groups? (Mental/Physical Handicap – Age – Sex – Race – Religion – National Origin) ☐ Yes ☐ No
3. Have any EEO complaints been filed against the City? ☐ Yes ☐ No

Fair Housing (Provide answers & Upload Documents)

1. Does City have an Ordinance or Resolution? ☐ Yes ☐ No Date passed
2. Have any complaints been received? ☐ Yes ☐ No
3. Identify steps to further Fair Housing:

August 1, 2020

-
4. Were CDBG funds expended for further fair housing? ☐ Yes ☐ No

Comments:

The City ensures that the above information is correct and that the files and all related documents (Requirement 401, V. Records and Attachment 5 of the CDBG Contractor's Implementation Manual) are in place and will be maintained for three years after project closeout.

A light blue rectangular box used for redaction, covering the signature of the Mayor or Clerk. A small red tab is visible on the left side of the box.

Signature (Mayor or Clerk)

A light blue rectangular box used for redaction, covering the date.

Date

- Governor Stitt has not yet decided on the extension of COVID-19 State of Emergency
- Currently expires on October 25th.
- SBo661 permits public bodies to hold meetings by teleconference or videoconference where each member is audible or visible to the public, rather than requiring a quorum of the boards members to be present in one location, among other things. It expires November 15 or when the state of emergency in Oklahoma is cancelled by governor, whichever date comes first, according to the statute's language.

- If Gov. Stitt does not extend the executive order, public bodies will have to hold in-person meetings beginning October 26, 2020.
- If the executive order is extended, public bodies will be required after November 15 to have at least a quorum of their members together in one place, while other members could participate by video conference, according to existing statute. Existing statute also requires meeting notices to list the remote locations from which members will be participating by video. Remote locations must be open to the public. Prohibits public bodies from holding executive sessions via video conference.

- Monitoring may move to virtual monitoring.
Zoom/Microsoft Teams
- Patience with each other



Q & A

Group Discussion



Q - Where do we get the total beneficiary number for closeout?

A – The number comes from the application beneficiary survey form, or if the city-wide percentage is used, the HUD Low/Moderate Income Percentages for City-Wide data can be used and is located in the Application Guidelines on the website:

<https://www.okcommerce.gov/community-development/local-governments-edos/community-development-block-grant-programs/>

III. ASSIGNMENT OF REFUNDS, REBATES AND CREDIT

Pursuant to the terms of this contract and in consideration of payment of costs as provided in said contract, Contractor does hereby:

- Assign, transfer, set over and release to the Oklahoma Department of Commerce all right, title and interest to all refunds, rebates and credits or other amounts, including any interest thereon, arising out of the performance of this contract, together with all rights of action accrued or which may accrue thereunder.
- Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts, including any interest thereon, due or which may become due and to forward promptly by check made payable to the Oklahoma Department of Commerce any proceeds so collected.
- Agree to cooperate fully with the Oklahoma Department of Commerce as to any claim or suit in connection with such refunds, rebates, credits or other amounts due, including any interest thereon; to execute any protest, pleading, application, power of attorney or documents in connection therewith; and to permit the Oklahoma Department of Commerce to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

Submitted By:

Name

Title

Total Beneficiaries:

LMI Beneficiaries:

CENSUS NUMBER

WHERE IT SHOULD
COME FROM for EVER
NO, IF, BUT, MAY BE,
Depending on etc.

Required fields are marked with an *

PRINT VERSION

ADD NOTE

Insert County Income Levels	<input type="text" value="\$30,200"/>	<input type="text" value="\$34,500"/>	<input type="text" value="\$38,800"/>	<input type="text" value="\$43,100"/>	<input type="text" value="\$46,550"/>	<input type="text" value="\$50,000"/>	<input type="text" value="\$53,450"/>	<input type="text" value="\$56,900"/>
Number of People in Each Family	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>
Below or Above the County Income Levels	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>	<input type="text" value="Below"/> <input type="text" value="Above"/>
Total Number of Families	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Number of Occupied Households/Homes in the Activity Target Area =

Total Number of Persons in the Activity Target Area =

Total Number of Occupied Households/Homes Surveyed in the Activity Target Area =

Total Number of Persons Accounted for by the Survey in the Activity Target Area =

Total Number of Families Below the Low and Moderate Income Level in the Activity Target Area =

Percentage of Total Families Below the Low and Moderate Income Level in the Activity Target Area =

City-Wide Low and Moderate Income: **56.77%**

(For use only when projects are of City-wide benefit and automatically qualify as 51% or greater LMI per US Census.)

HUD Census Data for Low and Moderate Income Level for Block Groups, Districts or Census Tracts as Provided by ODOC/CD (For use only when target area boundaries are identical to BG, ED or Tracts)

HUD LOW / MODERATE INCOME PERCENTAGES (TOWN / CITY)

Haileyville city, Oklahoma	300	635	47.24%
Hallett town, Oklahoma	80	130	61.54%
Hammon town, Oklahoma	190	505	37.62%
Hanna town, Oklahoma	70	85	82.35%
Hardesty town, Oklahoma	205	335	61.19%
Harrah city, Oklahoma	1,405	5,075	27.68%
Hartshorne city, Oklahoma	650	1,800	36.11%
Haskell town, Oklahoma	760	1,885	40.32%
Hastings town, Oklahoma	85	120	70.83%
Haworth town, Oklahoma	235	430	54.65%
Headrick town, Oklahoma	40	95	42.11%
Healdton city, Oklahoma	1,450	2,690	53.90%
Heavener city, Oklahoma	1,835	3,230	56.81%
Helena town, Oklahoma	110	480	22.92%
Hendrix town, Oklahoma	10	45	22.22%
Hennessey town, Oklahoma	1,180	2,815	41.92%
Henryetta city, Oklahoma	2,405	5,875	40.94%
Hickory town, Oklahoma	25	150	16.67%
Hillsdale town, Oklahoma	35	100	35.00%
Hinton town, Oklahoma	605	1,435	42.16%
Hitchcock town, Oklahoma	45	105	42.86%
Hitchita town, Oklahoma	120	190	63.16%
Hobart city, Oklahoma	1,725	3,570	48.32%
Hoffman town, Oklahoma	50	145	34.48%
Holdenville city, Oklahoma	2,380	4,360	54.59%
Hollis city, Oklahoma	1,090	1,920	56.77%
Hollister town, Oklahoma	80	135	59.26%
Hominy city, Oklahoma	1,380	2,230	61.88%
Hooker city, Oklahoma	980	2,095	46.78%

Total persons **1920** x 56.77% = **1,090** LMI

The below is from a 2019 closeout showing that all of the totals match; 1) Closeout Certification, 2) the Application Beneficiary Income Survey form, 3) ODOC #'s (ODOC Only) Review page

1)

Submitted By:

Name

Title

Total Beneficiaries:

75

LMI Beneficiaries:

42

3)

CDBG SPECIFIC

HUD Matrix Code

03K

LMI %

55.56

%

Total Beneficiaries

75

LMI Beneficiaries

42

National Objective

LMA

Primary

Secondary

Tertiary

2)

CDBG BENEFICIARY INCOME SURVEY

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

75 persons X 55.56% = 41.67 (42) LMI

Insert County Income Levels	\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650	\$56,250	\$59,900
Number of People in Each Family	1	2	3	4	5	6	7	8
Below or Above the County Income Levels	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above
Total Number of Families	3	3	3	5	4	1	2	2
Total Number of Occupied Households/Homes in the Activity Target Area =								27
Total Number of Persons in the Activity Target Area =								75
Total Number of Occupied Households/Homes Surveyed in the Activity Target Area =								27
Total Number of Persons Accounted for by the Survey in the Activity Target Area =								75
Total Number of Families Below the Low and Moderate Income Level in the Activity Target Area =								15
Percentage of Total Families Below the Low and Moderate Income Level in the Activity Target Area =								55.56%
City-Wide Low and Moderate Income: %								
(For use only when projects are of City-wide benefit and automatically qualify as 51% or greater LMI per US Census.)								
HUD Census Data for Low and Moderate Income Level for Block Groups, Enumeration Districts or Census Tracts as Provided by ODOC/CD (For use only when a project's target area boundaries are identical to BG, ED or Tracts)								

When a closeout certification is returned because the beneficiary numbers do not match to what is provided in the ODOC application review, the project manager will inform you of the correct numbers to use and they may or may not be able to provide a reason. This will mainly happen with older grants as recent changes have been made to the application review page in OKGRANTS that allow space for review comments concerning the beneficiary numbers and if changes were needed.

Q. The issue is that more frequently there is diminished responses to RFQ's because the Engineering Firms think that a Firm is chosen in advance. What can be done to improve the Request for Proposal (RFP) process in procuring Engineering Services? Any Suggestions?

A. Suggestions:

1. Put a statement up front that any proposals submitted will be rated and ranked based on information provided for the type of improvement needed;
2. make it known up front in the solicitation that the UGLG does not currently have an engineer and that the Board is seeking firms with experience in the type of infrastructure needed, reviewing past projects, interviewing, and checking references;
3. Need to know options in design: maybe include that the UGLG may or may not retain the services of engineer that provided preliminary work & cost estimate however will be very receptive to other experienced firms as it's in their best interest in obtaining design options and confidence in who is selected for the work;
4. Include direct solicit process - use email as part of the solicitation process;
5. Involve the Board in developing good rating criteria for fairness

DISCUSSION ITEMS SUBMITTED:

1. Annual plan update and related application changes...
 - Public Input Sessions....what is the process and how will folks know of any proposed application changes in order to comment? It would be helpful to know when the sessions are and provide the link to the draft plan for review.
2. Update for CDBG projects on ODOC website...
 - CDBG Project Location Map...On the CDBG home page on the website it references the 2018 project location map. It has been updated to 2019 but not 2020. It would also be helpful to list the project type rather than the set-aside under which the grantee applied.
3. A lot of items are added to UGLG agendas and sometimes not sure how specific to be...
 - Do you think you could guide us on what needs to be on agendas for CDBG applications for approval? For Release of Funds approval? for Closeout Approval? (Examples submitted) Is this too much? Too little? Are you looking for specific items to be approved? Or can we lump all activities into one agenda item?
4. Application Team - can they provide a review for what is expected from Income Surveys?
 - Applications fail due to not knowing that it was required to go outside of the town into other towns for the income survey (service area). Also not knowing that we cannot pull snippets from older active income surveys to use on target areas or, that a city-wide income survey will not work on all projects.

THANK YOU FOR
ATTENDING!

